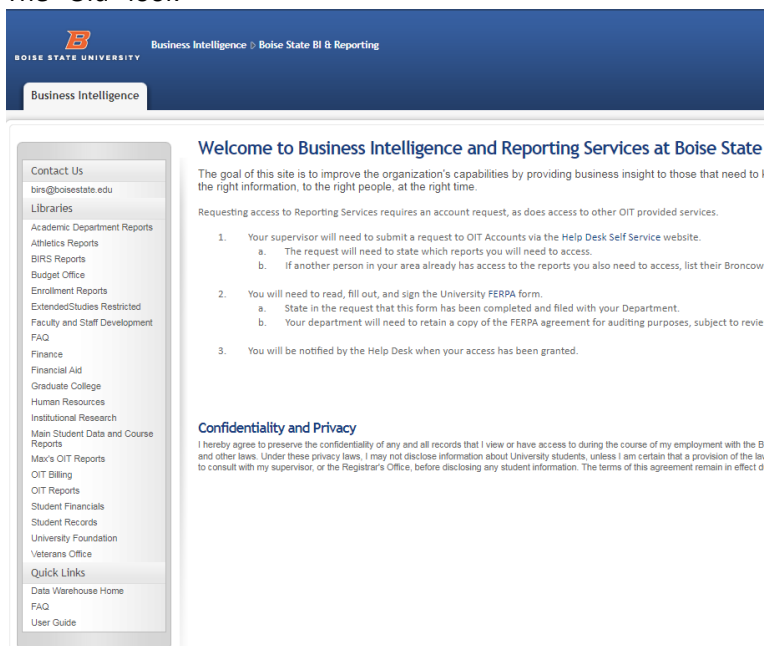


We have recently updated myInsights and this includes a new interface. This guide will walk you through the basic functionality of the new pages. If you run into any issues, whether they be connectivity, permissions, or report functions, please send an email with the details, and snapshots if available, to [BIRS@boisestate.edu](mailto:BIRS@boisestate.edu), SUBJECT LINE: myInsights – Reporting Issue. We will contact you regarding any issues and help you find resolution a.s.a.p.

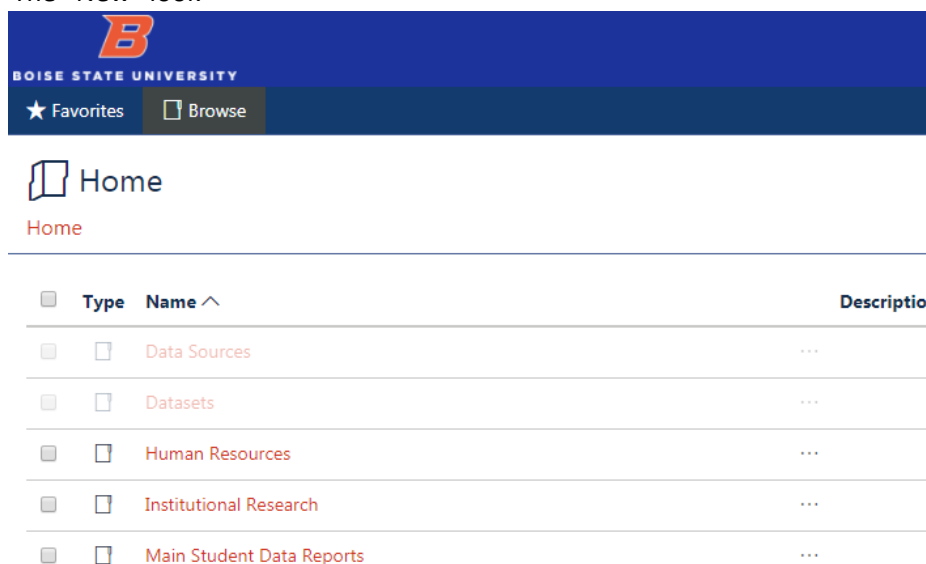
The following pages show snapshots of the new platform where the myInsights reporting service now resides. Please take a few minutes to review the instructions and walk through the new pages. Although it does have a different look and feel than the current Sharepoint page, the functionality is very similar, and all Libraries, Reports and Data will remain the same.

Please take a few minutes to familiarize yourself with the new pages, walk through this user guide, and if you have questions that this document does not address, feel free to send an email to [BIRS@boisestate.edu](mailto:BIRS@boisestate.edu).

### The “Old” look



### The “New” look



**\*\*NOTE:** Your myInsights browser “Favorites/Bookmarks” links and “Subscriptions” to reports will not work after March 20, 2018. You will need to reset these. Instructions for this and several other functions are described below.

Going forward, you can continue to access all of your myInsights reports through <https://reporting.boisestate.edu/>

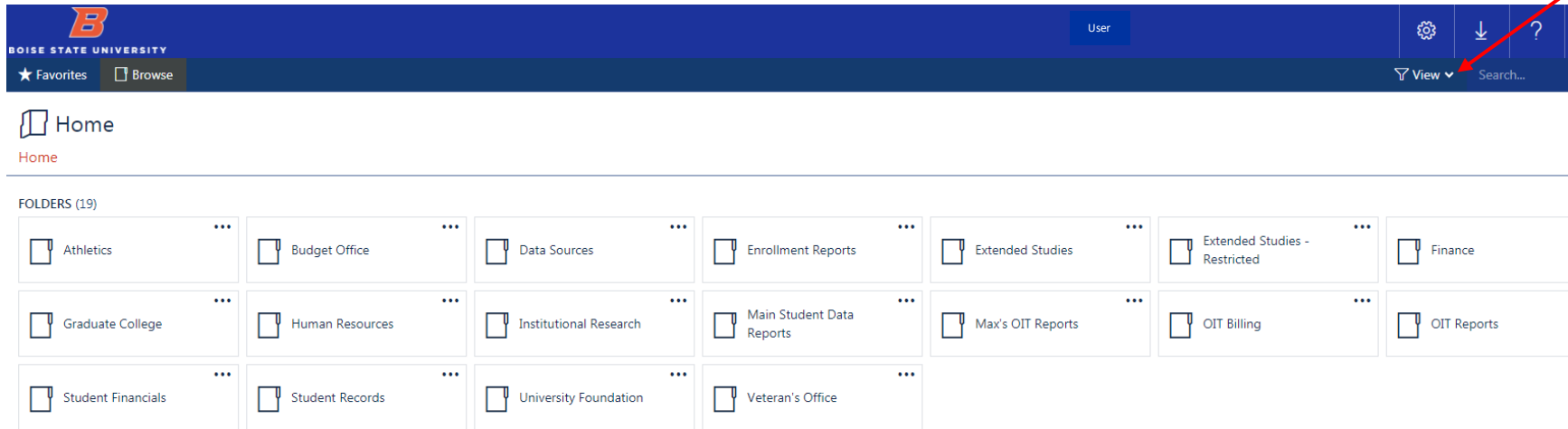
The screenshot shows the Boise State Data Warehouse homepage. The top navigation bar includes the Boise State University logo and links for MY.BOISESTATE, A-Z INDEX, DIRECTORIES, MAPS, NEWS, EVENTS, and a search bar. Below this is a secondary navigation bar with links for ABOUT, ADMISSIONS, ACADEMICS, RESEARCH, ADMINISTRATION, GIVING, and ALUMNI. The main content area is titled 'BOISE STATE DATA WAREHOUSE' and features a prominent warning box about the Pyramid Analytics reporting tool's compatibility with modern browsers. A left sidebar contains several navigation options, with 'LOGIN TO MYINSIGHTS' highlighted by a red circle. Below the warning box, there are links to 'Student Success Dashboards', 'College Enrollment Dashboard', 'Commonly Used Student Data Reports', 'Department Chair Student Data Reports', and 'Financial Dashboard'.

Upon initial login to the new system, this is the default view that you will see.

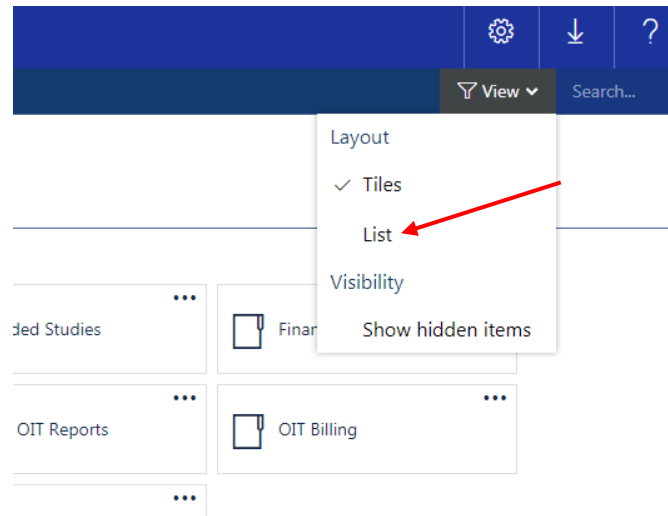
The screenshot displays the default view of the new system. At the top, there is a dark blue header with the Boise State University logo and navigation icons for settings, download, and help. Below the header, there is a 'Home' button with a house icon. The main area is titled 'FOLDERS (19)' and contains a grid of 19 folder icons, each with a three-dot menu icon to its right. The folders are: Athletics, Budget Office, Data Sources, Enrollment Reports, Extended Studies, Extended Studies - Restricted, Finance, Graduate College, Human Resources, Institutional Research, Main Student Data Reports, Max's OIT Reports, OIT Billing, OIT Reports, Student Financials, Student Records, University Foundation, and Veteran's Office.

You can change the “View” to LIST to make the page appear similar to the old system:

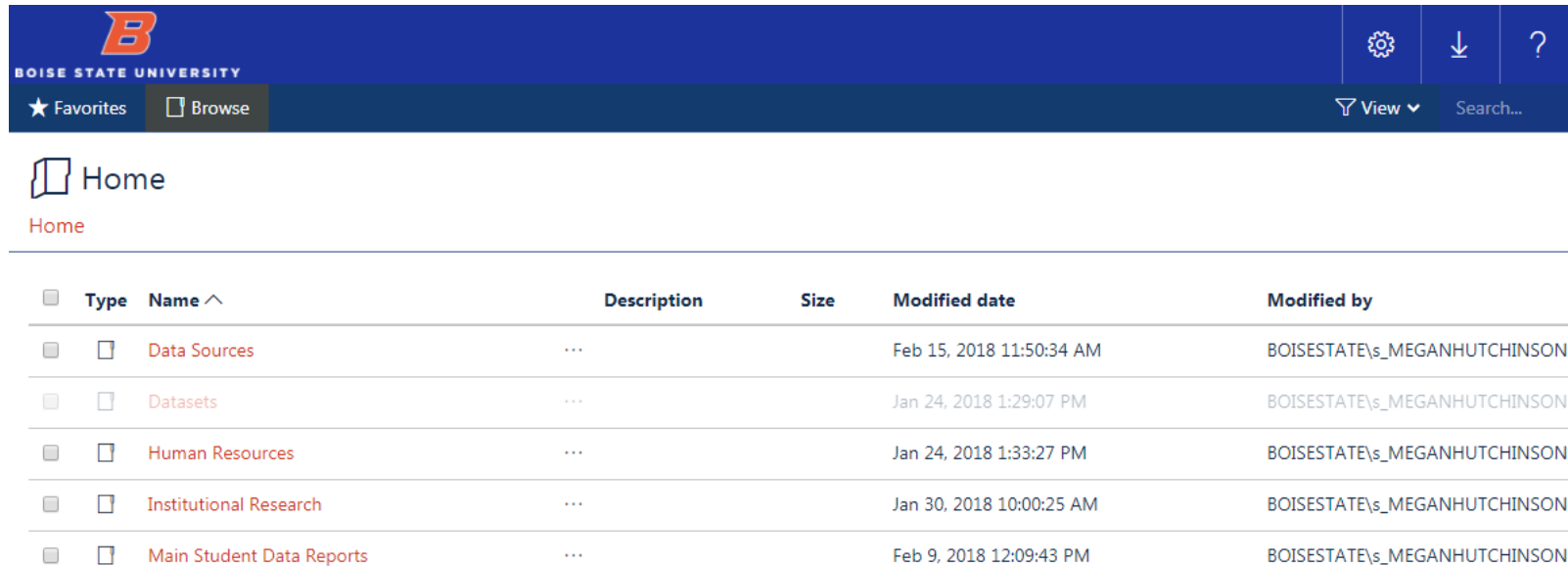
- Click the ‘View’ dropdown arrow



- Select ‘List’ – Once you have made this selection the site will remember your user preferences



List View:

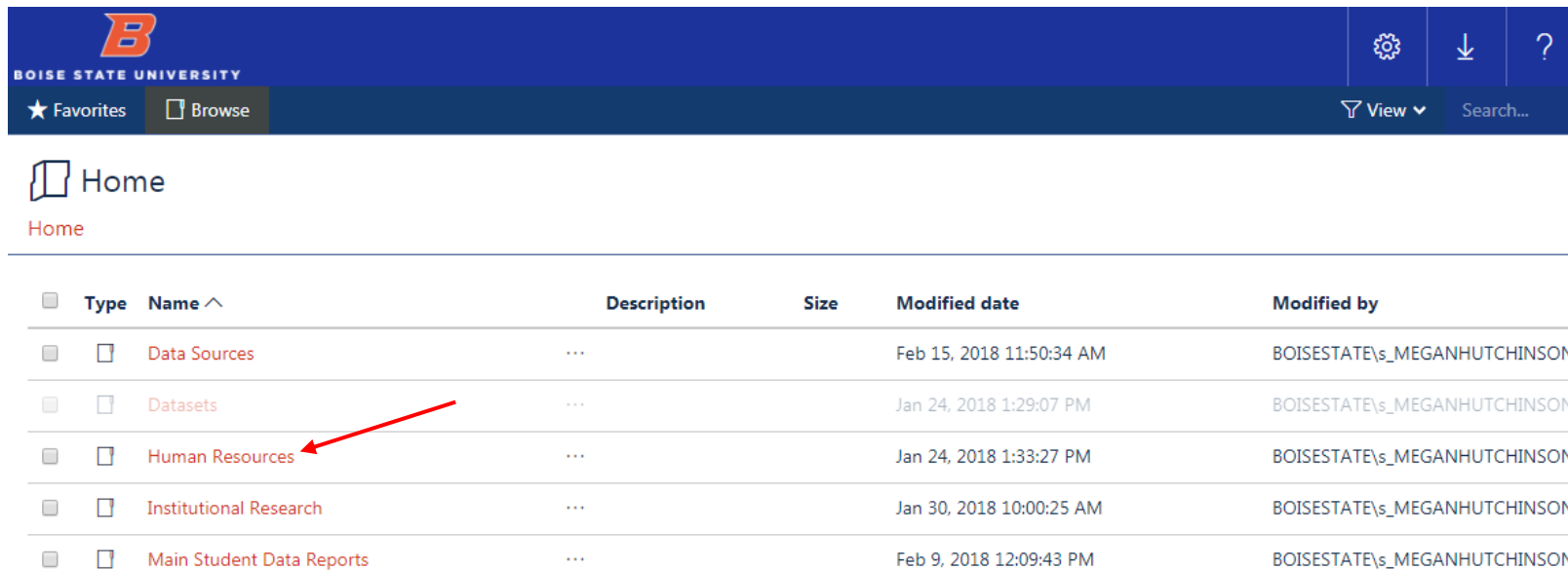


The screenshot shows the top navigation bar of the Boise State University interface. It includes the university logo, a 'Favorites' button, a 'Browse' button, and utility icons for settings, download, and help. Below the navigation bar, there is a 'Home' link and a table listing various data sources.

Type	Name ^	Description	Size	Modified date	Modified by
<input type="checkbox"/>	<input type="checkbox"/> Data Sources	...		Feb 15, 2018 11:50:34 AM	BOISESTATE\s_MEGANHUTCHINSON
<input type="checkbox"/>	<input type="checkbox"/> Datasets	...		Jan 24, 2018 1:29:07 PM	BOISESTATE\s_MEGANHUTCHINSON
<input type="checkbox"/>	<input type="checkbox"/> Human Resources	...		Jan 24, 2018 1:33:27 PM	BOISESTATE\s_MEGANHUTCHINSON
<input type="checkbox"/>	<input type="checkbox"/> Institutional Research	...		Jan 30, 2018 10:00:25 AM	BOISESTATE\s_MEGANHUTCHINSON
<input type="checkbox"/>	<input type="checkbox"/> Main Student Data Reports	...		Feb 9, 2018 12:09:43 PM	BOISESTATE\s_MEGANHUTCHINSON

To view your reports, you can drill down via the same path:

- Click the Library Name you wish to open



This screenshot is identical to the one above, but with a red arrow pointing to the 'Human Resources' entry in the table, indicating the next step in the process.

Type	Name ^	Description	Size	Modified date	Modified by
<input type="checkbox"/>	<input type="checkbox"/> Data Sources	...		Feb 15, 2018 11:50:34 AM	BOISESTATE\s_MEGANHUTCHINSON
<input type="checkbox"/>	<input type="checkbox"/> Datasets	...		Jan 24, 2018 1:29:07 PM	BOISESTATE\s_MEGANHUTCHINSON
<input type="checkbox"/>	<input type="checkbox"/> Human Resources	...		Jan 24, 2018 1:33:27 PM	BOISESTATE\s_MEGANHUTCHINSON
<input type="checkbox"/>	<input type="checkbox"/> Institutional Research	...		Jan 30, 2018 10:00:25 AM	BOISESTATE\s_MEGANHUTCHINSON
<input type="checkbox"/>	<input type="checkbox"/> Main Student Data Reports	...		Feb 9, 2018 12:09:43 PM	BOISESTATE\s_MEGANHUTCHINSON

- Click on the Report you wish to open

Type	Name ^	Description	Size	Modified date	Modified by
	Financial Aid	...		Jan 24, 2018 1:32:31 PM	BOISESTATE\s_MEGANHUTC
	Office of Sponsored Projects	...		Jan 24, 2018 1:33:29 PM	BOISESTATE\s_MEGANHUTC
	Active Benefit Employees	...	68.72 KB	Feb 9, 2018 11:01:39 AM	BOISESTATE\s_MEGANHUTC
	Approvers and Delegates	...	200.50 KB	Feb 9, 2018 11:01:46 AM	BOISESTATE\s_MEGANHUTC
	Benefit Employees	... Report Owner: Molly George Description...	71.97 KB	Feb 9, 2018 11:01:48 AM	BOISESTATE\s_MEGANHUTC
	BSU Report Template	...	114.72 KB	Feb 9, 2018 11:01:49 AM	BOISESTATE\s_MEGANHUTC
	Classified Review Dates	...	72.11 KB	Feb 9, 2018 11:01:50 AM	BOISESTATE\s_MEGANHUTC
	Employee Email Addresses	... Report looks at active employees and th...	49.70 KB	Feb 9, 2018 11:01:51 AM	BOISESTATE\s_MEGANHUTC
	Non Benefit Employees	...	67.32 KB	Feb 9, 2018 11:01:52 AM	BOISESTATE\s_MEGANHUTC

- Enter parameter information and click 'View Report'

Home > Enrollment Reports > Enrollment Statistics

Basis Term: <Select a Value> ▼      Comp Term: <Select a Value> ▼

Basis Date: [ ] [ ]      Comp Date: [ ] [ ]

View Report

- Some Libraries or Reports may appear greyed out. These links will allow you to click them and you will be taken to a new page. However, these are inactive reports and they will not actually function to process your data. Please DISREGARD all greyed out Libraries or Reports.

BOISE STATE UNIVERSITY

★ Favorites Browse

View Search

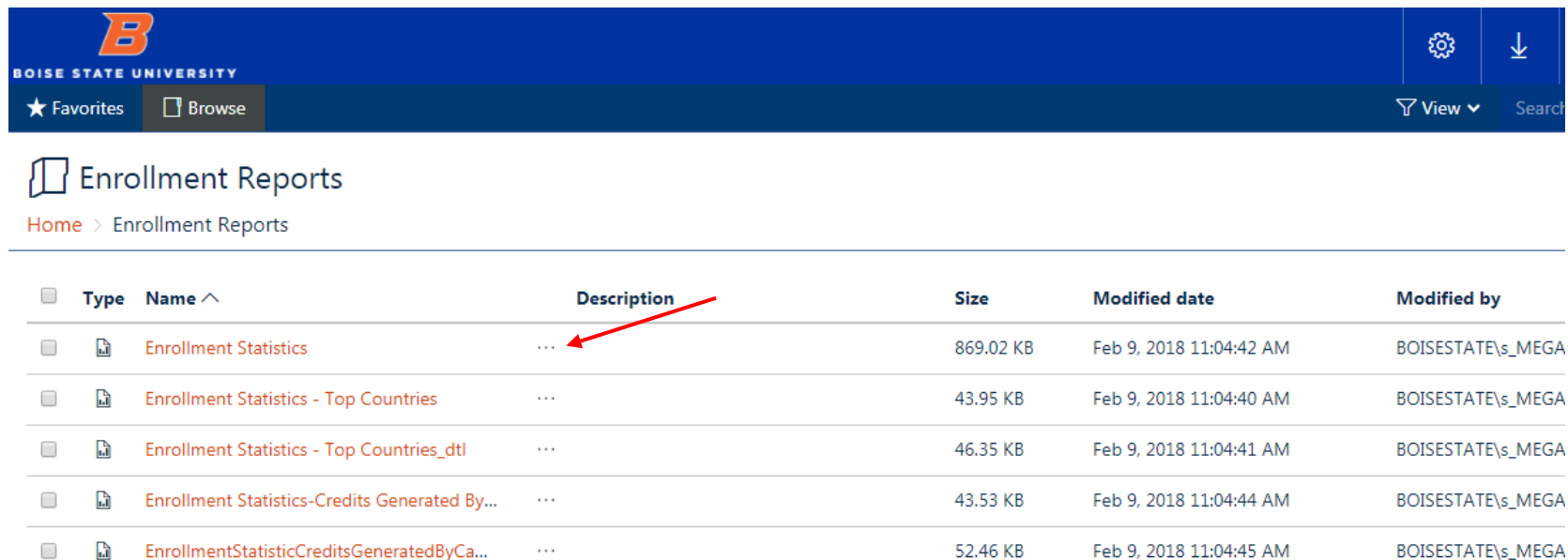
### Home

Type	Name	Description	Size	Modified date	Modified by
	Data Sources	...		Feb 26, 2018 2:49:41 PM	BOISESTATE\MEGANHUTCHINSON
	Datasets	...		Feb 15, 2018 8:46:53 AM	BOISESTATE\MEGANHUTCHINSON
	Human Resources	...		Feb 12, 2018 1:56:42 PM	BOISESTATE\MEGANHUTCHINSON
	Institutional Research	...		Feb 12, 2018 2:03:35 PM	BOISESTATE\MEGANHUTCHINSON
	Main Student Data Reports	...		Feb 9, 2018 10:24:41 AM	BOISESTATE\MEGANHUTCHINSON

## BROWSER FAVORITES / BOOKMARKS:

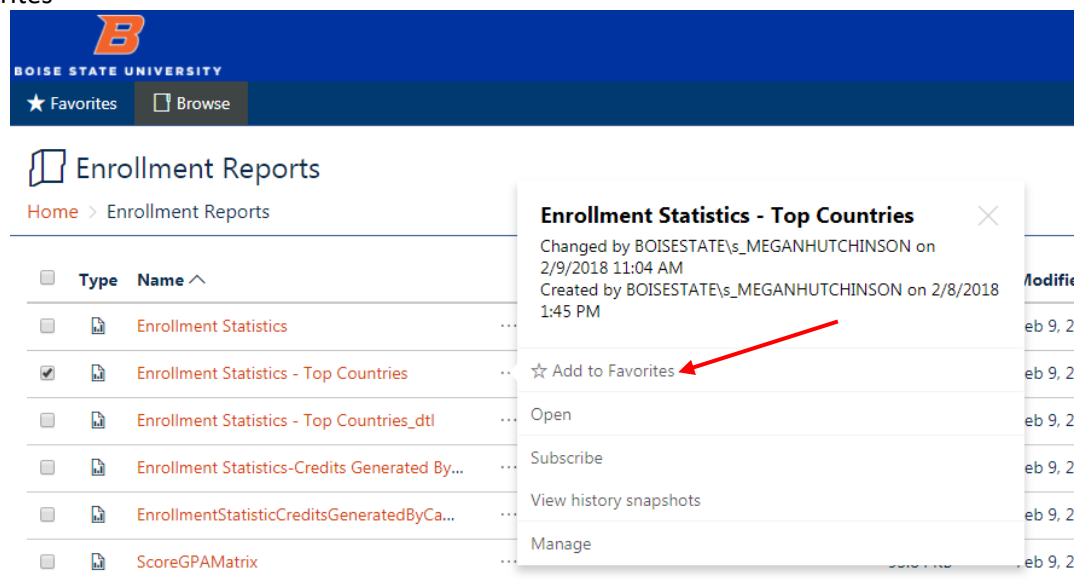
You will need to re-add reports to your favorites as the Sharepoint links will no longer work. To add reports to your Favorites:

- Click the Horizontal Ellipsis next to the report you wish to add to your favorites



Type	Name ^	Description	Size	Modified date	Modified by
<input type="checkbox"/>	Enrollment Statistics	...	869.02 KB	Feb 9, 2018 11:04:42 AM	BOISESTATE\s_MEGA
<input type="checkbox"/>	Enrollment Statistics - Top Countries	...	43.95 KB	Feb 9, 2018 11:04:40 AM	BOISESTATE\s_MEGA
<input type="checkbox"/>	Enrollment Statistics - Top Countries_dtl	...	46.35 KB	Feb 9, 2018 11:04:41 AM	BOISESTATE\s_MEGA
<input type="checkbox"/>	Enrollment Statistics-Credits Generated By...	...	43.53 KB	Feb 9, 2018 11:04:44 AM	BOISESTATE\s_MEGA
<input type="checkbox"/>	EnrollmentStatisticCreditsGeneratedByCa...	...	52.46 KB	Feb 9, 2018 11:04:45 AM	BOISESTATE\s_MEGA

- Select ☆ Add to Favorites






**Enrollment Statistics - Top Countries**

Changed by BOISESTATE\s\_MEGANHUTCHINSON on 2/9/2018 11:04 AM  
Created by BOISESTATE\s\_MEGANHUTCHINSON on 2/8/2018 1:45 PM

- ☆ Add to Favorites
- Open
- Subscribe
- View history snapshots
- Manage

The screen will display a ☆ next to reports you have set as Favorite.

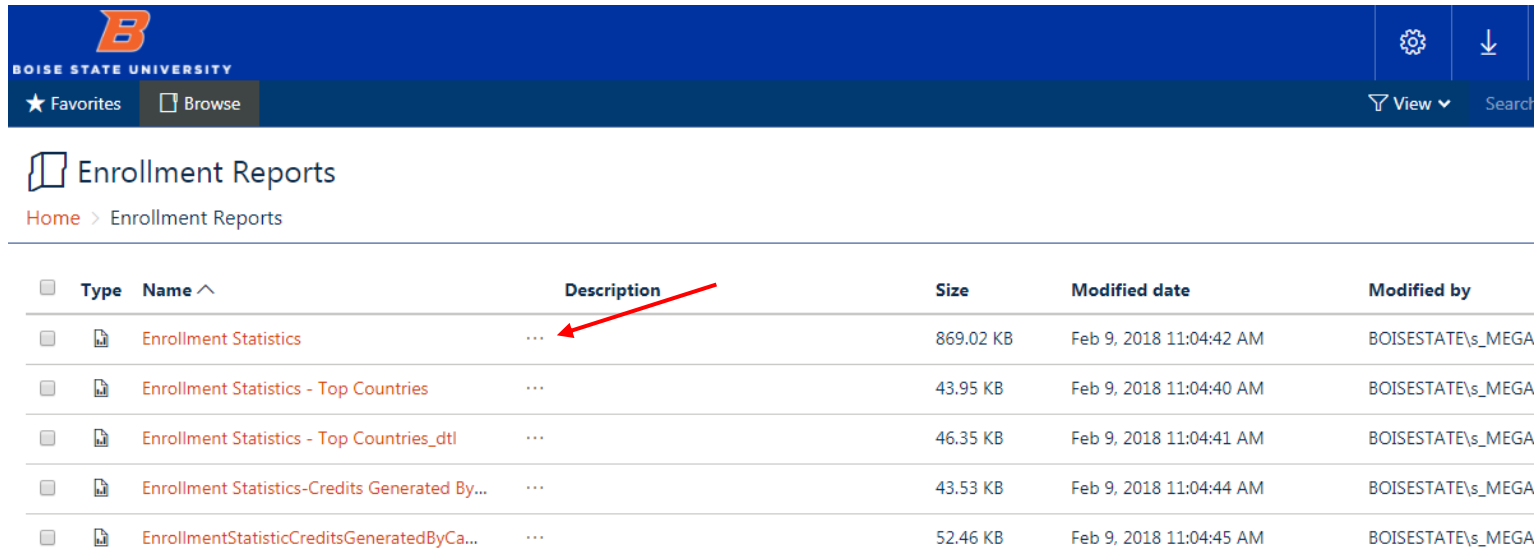
<input type="checkbox"/>	Type	Name ^	Description	Size	Modif
<input type="checkbox"/>		Enrollment Statistics	...	869.02 KB	Feb 9,
<input type="checkbox"/>		Enrollment Statistics - Top Countries	★ ... 	43.95 KB	Feb 9,



## SUBSCRIPTIONS:

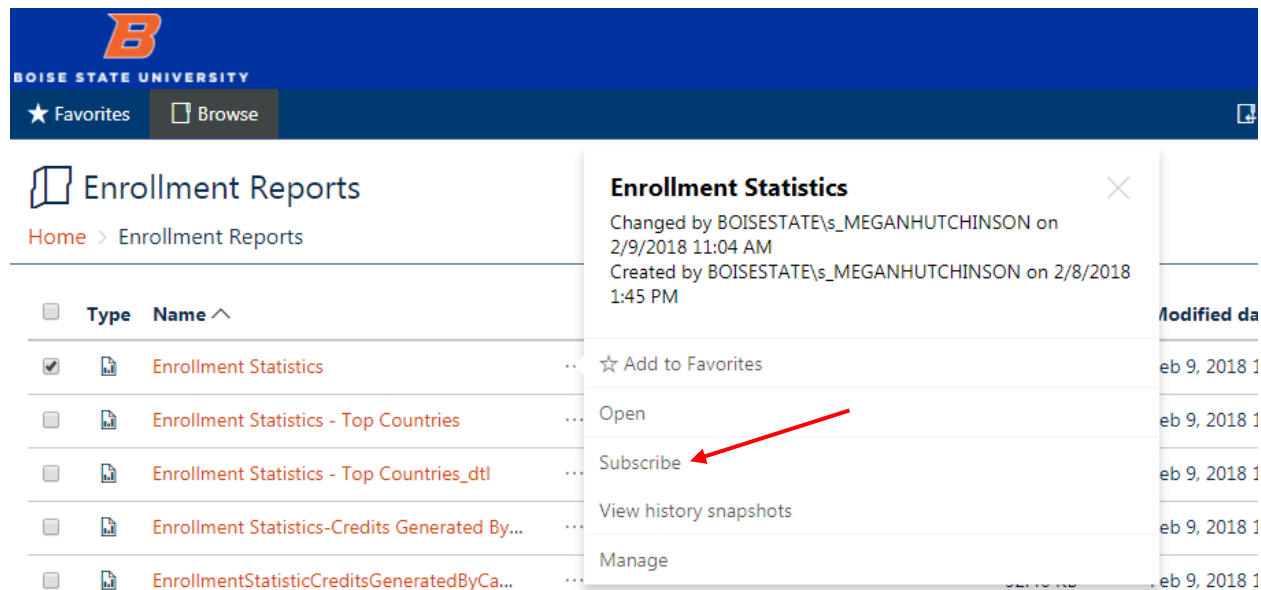
You will need to re-subscribe for all reports that you wish to have automatically sent to you via email.

- Click the Horizontal Ellipses next to the report you wish to subscribe to



Type	Name ^	Description	Size	Modified date	Modified by
<input type="checkbox"/>	Enrollment Statistics	...	869.02 KB	Feb 9, 2018 11:04:42 AM	BOISESTATE\s_MEGA
<input type="checkbox"/>	Enrollment Statistics - Top Countries	...	43.95 KB	Feb 9, 2018 11:04:40 AM	BOISESTATE\s_MEGA
<input type="checkbox"/>	Enrollment Statistics - Top Countries_dtl	...	46.35 KB	Feb 9, 2018 11:04:41 AM	BOISESTATE\s_MEGA
<input type="checkbox"/>	Enrollment Statistics-Credits Generated By...	...	43.53 KB	Feb 9, 2018 11:04:44 AM	BOISESTATE\s_MEGA
<input type="checkbox"/>	EnrollmentStatisticCreditsGeneratedByCa...	...	52.46 KB	Feb 9, 2018 11:04:45 AM	BOISESTATE\s_MEGA

- Select Subscribe



**Enrollment Statistics** [X]

Changed by BOISESTATE\s\_MEGANHUTCHINSON on 2/9/2018 11:04 AM  
Created by BOISESTATE\s\_MEGANHUTCHINSON on 2/8/2018 1:45 PM

Type	Name ^	Modified da
<input checked="" type="checkbox"/>	Enrollment Statistics	Feb 9, 2018 1
<input type="checkbox"/>	Enrollment Statistics - Top Countries	Feb 9, 2018 1
<input type="checkbox"/>	Enrollment Statistics - Top Countries_dtl	Feb 9, 2018 1
<input type="checkbox"/>	Enrollment Statistics-Credits Generated By...	Feb 9, 2018 1
<input type="checkbox"/>	EnrollmentStatisticCreditsGeneratedByCa...	Feb 9, 2018 1

- ☆ Add to Favorites
- Open
- Subscribe
- View history snapshots
- Manage

- Enter the required information into each field on the 'New Subscription' form and select "Create Subscription"

**BOISE STATE UNIVERSITY**

★ Favorites □ Browse

⚙️ ↓ ?

## New Subscription

Home > Enrollment Reports > Enrollment Statistics > Manage > Subscriptions > New Subscription

Description

Owner

**Type of subscription**

- Standard subscription
  - Generate and deliver one report
- Data-driven subscription
  - Generate and deliver one report for each row in a dataset

[Learn more](#)

**Schedule**

Deliver the report on the following schedule:

- Report-specific schedule [Edit schedule](#)
  - At 9:00 AM every day, starting 2/26/2018

**Destination**

Deliver the report to:

**Delivery options (E-Mail)**

To:

Subject:

Include Report    Render Format:

Include Link

Priority:

**Report parameters**

Parameter	Source of value	Value/field
Basis Term	<input type="text" value="Enter value"/>	<input type="text"/>
Comp Term	<input type="text" value="Enter value"/>	<input type="text"/>
Basis Date	<input type="text" value="Enter value"/>	<input type="text"/>
Comp Date	<input type="text" value="Enter value"/>	<input type="text"/>